



MINUTES
Workforce Connection
of Central New Mexico
Executive Committee
Thursday, February 8, 2007
7:30am
MRCOG, 809 Copper NW - Board Room

Call to Order – 8:00am – John Sapien
Roll Call - by Patrick Newman

Present

Jeff Armijo
Bob Davey
Rita Logan
J.C. Lopez
Mary Lee Martin
John Sapien

Quorum Established

Excused

Mayor Patricia Chavez
Judy LeJeune
Virginia Murphy
Jim Summers

Approval of Thursday, February 8, 2007 Agenda

Motion: Jeff Armijo
Second: Bob Davey
No Discussion
Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee: September 7, 2006

Motion: Rita Logan
Second: Jeff Armijo
No Discussion
Action: Passed by voice vote

Tab 2: Monthly Expenditure Report for January 2007 - by Jan Borchardt

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure report for January 2007.
- We have received and processed the NMDOL first quarter billings which will be reflected in the February 2007 report.

- The grand total should read two million and three hundred two thousand and eight hundred eighty-four dollars (\$2,302,884).

Questions and Comments Followed

FINAL ACTION ITEMS

There were four action items to discuss and vote on – All were passed by voice vote.

Passed by voice vote

- Acceptance of PY05 Audit Report
- Approval of R-01-06, Resolution to Move Forward With the Central Region Bernalillo County Model One-Stop
- Approval of Amendment No. 1 to the Contract between the Workforce Connection of Central New Mexico and Community Outreach Program for the Deaf
- Approval of Amendment to the Policy of Customized Training

Tab 3: Acceptance of PY05 Audit Report - Background and Introduction by Dewey Cave

- An annual financial audit, required by the New Mexico State Auditor and the Single Audit Act, was submitted by the December 1, 2006 deadline, to the Office of the State Auditor and was accepted on January 12, 2007.
- Dewey Cave reported that the PY05 Audit Report has been received and all prior year findings have been resolved.
- Mr. Cave also thanked the accounting staff for their hard work in completing the PY05 audit.
- Farley Venner and Odessa Hamilton, of Hinkle and Landers, conducted the PY05 audit.
- Two findings for PY05 were noted; one of which involves participant files.
- The auditors have issued 3 opinions; financial opinion, a report on government auditing standards (yellow book) and the single audit.
- Ms. Hamilton further commented on the single audit and internal controls.
- Staff is recommending the acceptance of the PY05 Audit Report.
- Mr. Sapient thanked Mr. Venner and Ms. Hamilton for their hard work in completing the PY05 WCCNM audit.

No Discussion

Motion to approve: J.C. Lopez

Second: Bob Davey

No Discussion

Action: Passed by voice vote

Tab 4: Approval of R-01-06, Resolution to Move Forward With the Central Region Bernalillo County Model One-Stop - Background and Introduction by Patrick Newman

- Patrick Newman reported that on January 11, 2007, a letter from the Governor's Office of Workforce Training and Development (OWTD) authorized funding in the amount of four hundred fifty thousand dollars (\$450,000) for the development of the State mandated Central Region Model One-Stop.

- Staff recommends the approval to proceed with the establishing the Model One-Stop with funds utilized for start-up operations.
- Mr. Sapien noted that Mr. Newman and the MRCOG staff have been working diligently to bring all the Partners together to create a team environment.

Questions and Comments Followed

Motion to approve: J.C. Lopez

Second: Mary Lee Martin

No Discussion

Action: Passed by voice vote

Tab 5: Approval of Amendment No. 1 to the Contract between the Workforce Connection of Central New Mexico and Community Outreach Program for the Deaf - Background and Introduction by Jerilynn Sans

- Jerilynn Sans reported that in September 2006, the WCCNM approved a one-year contract with the Community Outreach Program for the Deaf (COPD) to provide interpreter services for WCCNM participants.
- The original contract allowed for a total of fifteen hundred dollars (\$1,500) to be expended for contract services.
- Due to a higher volume of need for interpreter services, staff is recommending an amendment to the original contract, which would allow an additional fifteen hundred dollars (\$1,500) for contract services, through June 30, 2007.
- The financial impact would not exceed three thousand dollars (\$3,000).

No Discussion

Motion to approve: Bob Davey

Second: Rita Logan

No Discussion

Action: Passed by voice vote

Tab 6: Approval of Amendment to the Policy of Customized Training - Background and Introduction by Ramona Chavez

- Ramona Chavez reported that the WCCNM has been receiving several requests for customized training and several repeat customers requesting funding this program year.
- In order to clarify the existing policy, changes have been made regarding the approval elements and limitations of funding for priority industries and second tier identified industries.
- Staff is requesting the approval of the amendment to the Customized Training Policy to allow for appropriate spending of program funds with regards to the budget allocation.
- Mr. Sapien expressed his concerns regarding positive business longevity for the Central Region, should a business max out on their funding.
- Lawrence Rael suggested a possible amendment to the policy, requiring a business reaching the maximum amount, to come before the Board to request further funding.
- Robert Desiderio, WCCNM Attorney, suggested the following language be inserted; "Generally, any company will not receive more than three hundred thousand dollars (\$300,000). If a company needs more funding, they will come back to the board with this request".

- Mr. Sapien also proposed that the Economic Development organizations in our area be aware of these changes so they know of these limitations.

Questions and Comments Followed

Motion to approve with amendments to include that, businesses that reach the maximum funding amount will make a presentation before the board for review and approval for additional funding requests: Bob Davey

Second: Mary Lee Martin

No Discussion

Action: Passed by voice vote

INFORMATION AND DISCUSSION ITEMS

Tab 7. Discussion on PY07 Adult/Dislocated Worker and Youth Program Services Request for Proposals – by Patrick Newman

- Mr. Newman reported that 2007 is the year that the Adult/Dislocated Worker and Youth Program services have to go out for RFP.
- Committees have been established for both the development and review of the RFPs.
- We will arrange dates for both the committees to meet and will notify all involved.
- Mr. Rael noted, the potential of changing contractors is very real. It is important to give ourselves enough time to ensure an orderly and efficient transition.

No Discussion

Tab 8. Mid-Region Council of Governments Administrative Entity Status – by Patrick Newman

- Mr. Newman stated that the Administrative Entity/Fiscal Agent contract is also due and RFP process, as well.
- Mr. Newman has been in contact with Mr. Desiderio, the WCCNM Attorney, to examine the process of utilizing a government-to-government contract in lieu of the RFP.
- Mr. Desiderio noted an exception in the procurement code which allows for a contract when the contract is between two governmental agencies. Mr. Desiderio will prepare a letter for the Board explaining this process.
- Mr. Sapien stated that the relationship with the MRCOG is a positive one. Moving to a government to government contract is something that will make our program more efficient.
- Jeff Armijo would like the board to consider establishing a policy suggesting that the WCCNM and AE/FA relationship is an at-will relationship.
- Mr. Newman and Mr. Desiderio will meet to discuss the suggestions.

Questions and Comments Followed

Tab 7. One-Stop Status – by Patrick Newman

- Mr. Newman presented the February 13, 2007 Site Manager's Report with information regarding Model One-Stop tasks and accomplishments.
- A Model One-Stop Resource Manual has been created for reference of accepted documents utilized within the One-Stop.
- AE and One-Stop staff continue to work on establishing all elements of a Model One-Stop while creating a team environment.

- Mr. Newman also noted the Federal Register proposed changes to the Workforce Investment Act which he will summarize and bring back to the Committee.
- The Federal Register changes will have an impact on the One-Stops and the way business is conducted within the system.
- Mr. John Garofolo, Management Consultant for Business Solutions, will be requested to provide a presentation for the Model One-Stop staff in dealing with businesses as required by the business-driven goals.
- OWTD currently has four days of training available on Mr. Garofolo's contract and Mr. Garofolo is requesting about seven days training for staff.
- The cost of the training is an estimated thirty-eight thousand dollars (\$38,000) to include travel and materials.
- Mr. Newman has requested that OWTD extend Mr. Garofolo's contract or bring this issue back to the board.

No Discussion

REPORTS

Administrative Reports - by Patrick Newman

- None

Committee Reports-

- **Youth Council** - by Mary Lee Martin
 - The next Youth Council meeting is scheduled for March 8, 2007.

No Discussion
- **Performance and Monitoring**
 - None

No Discussion
- **Training and Services Provider**
 - None

No Discussion
- **BEDOSS Committee** - by John Sapien
 - Mr. Sapien stated that members from the BEDOSS Committee will be utilized for the development of the RFPs for both the Adult/Dislocated Worker and Youth Services.

No Discussion

PUBLIC COMMENT

Public Comments - None

ADJOURNMENT

Adjournment – 9:15am
Next Meeting-

Date: Thursday, February 1, 2007
Time: 7:30am
Location: Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:
809 Copper NW, Albuquerque, NM 87102*